

**LEMON GROVE CITY COUNCIL  
AGENDA ITEM SUMMARY**

**Item No.** 3  
**Mtg. Date** March 3, 2015  
**Dept.** Public Works

**Item Title:** **Bus Shelter Purchase**

**Staff Contact:** [Mike James, Public Works Director]

**Recommendation:**

Adopt a resolution (**Attachment B**) authorizing the purchase of ten bus shelters with site furnishing.

**Item Summary:**

The City of Lemon Grove owns and maintains eight bus shelters. Seven bus shelters are located on Broadway between Federal Boulevard and Lemon Grove Avenue and one bus shelter is located on College Avenue. The current shelters were constructed in 1996 and are in need of replacement.

The staff report (**Attachment A**) details the site selection process, procurement process and staff's recommendation that the City Council authorize the purchase of ten new bus shelters with site furnishing.

**Fiscal Impact:**

[In Fiscal Year 2014-2015, \$120,000 is budgeted from the Transportation Development Act fund to purchase and install ten bus shelters. It is anticipated that the project cost will not exceed \$106,293.71. ]

**Environmental Review:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Not subject to review         | <input type="checkbox"/> Negative Declaration           |
| <input type="checkbox"/> Categorical Exemption, Section [       ] | <input type="checkbox"/> Mitigated Negative Declaration |

**Public Information:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> None                     | <input type="checkbox"/> Newsletter article   | <input type="checkbox"/> Notice to property owners within 300 ft. |
| <input type="checkbox"/> Notice published in local newspaper | <input type="checkbox"/> Neighborhood meeting |   |

**Attachments:**

- |                                |                                       |
|--------------------------------|---------------------------------------|
| A. Staff Report                | D. Cooperative Purchase Authorization |
| B. Resolution                  |                                       |
| C. Bus Shelter Progress Report |                                       |



## LEMON GROVE CITY COUNCIL STAFF REPORT

Item No. 3

Mtg. Date March 3, 2015

Item Title: **Bus Shelter Purchase**

Staff Contact: Mike James, Public Works Director

### Background:

The City of Lemon Grove has eight bus shelters that it owns and maintains. Seven bus shelters are located on Broadway between Federal Boulevard and Lemon Grove Avenue and one bus shelter is located on College Avenue. The current shelters were constructed in 1996 and are in need of replacement because of normal wear and tear.

Staff inspected the eight bus shelters and determined that there were a number of possible structural deficiencies or components damaged that need to be repaired or replaced. An example of some of the deficiencies included:

- Missing ceramic roof top tile,
- Bare metal exposed,
- Exposed rebar,
- Broken valance,
- Unstable lower and upper attachments,
- Missing bolts to the mounting base, and
- Inoperable solar lighting.

After inspecting each bus shelter, staff contacted the San Diego Metropolitan Transit System (MTS) and requested ridership numbers to verify if the current bus shelters' ridership numbers continue to warrant a bus shelter or if other bus shelters should be built because of an increase in usage.

Staff received ridership numbers for all 52 bus stops located in the City, to include the eight bus stops that currently have shelters installed. Table 1, shown below, lists the number of people boarding, location of each stop, and if there is an existing or a proposed bus shelter at that location.

*Table 1 – MTS Ridership Numbers*

Rank	On-Board	Location	Existing or Proposed Shelter
1	602	Main St. / Broadway (NB)	Existing
2	356	Broadway / Main St. (WB)	Existing
3	119	Broadway / Mass. Ave. (EB)	Existing
4	85	7081 Broadway (EB)	Existing



*Bus shelter located in front of Home Depot.*

# Attachment A

Rank	On-Board	Location	Existing or Proposed Shelter
5	67	Cardiff St. / Carlisle Dr. (NB)	Proposed
6	63	Broadway / Grove St. (EB)	Proposed
7	56	7080 Broadway (WB)	Existing
8	46	Broadway / Mass. Ave (WB)	Existing
9	40	Skyline Dr. / Alton Dr. (NB)	No shelter
10	33	Federal Blvd. / College Ave. (EB)	No shelter
11	33	Skyline Dr. / Canton Dr. (NB)	No shelter
12	30	Broadway / New Jersey (WB)	Existing (Scheduled for removal by MTS)
13	27	Broadway / Buena Vista Ave. (EB)	No shelter
14	24	College Ave. / Federal Blvd. (NB)	Existing
15	22	Broadway / Buena Vista Ave (WB)	No shelter

The on-board figures are a “snap shot” in time provided by SANDAG that shows the number of people that boarded during a single sample day the past year. The day selected for surveying occurred at a peak service time during a weekday. Once collected, the data is compared to the sample day from the prior year to determine if it was a reasonable amount expected. If that number is not reasonable, it is thrown out and resampled.

After reviewing the information provided in Table 1, staff took note of the following points:

- Of the 15 highest boarded bus stops in the City, all 8 current bus shelters are still present.
- Because of low ridership numbers, MTS identified the 12<sup>th</sup> ranked bus stop for elimination. Riders will be directed to the next easterly bus stop.
- The 5<sup>th</sup> and 6<sup>th</sup> ranked bus stops have 67 and 63 on-board riders, respectively, more riders board at that bus stop than the City’s 14<sup>th</sup> ranked bus stop.

The data shown in Table 1 prompted staff to recommend adding two bus shelters at the 5<sup>th</sup> and 6<sup>th</sup> ranked bus stop locations because of the high number of on-board riders. On February 3, 2015, City and MTS staff visited each bus shelter location, including the proposed two new sites. MTS staff agreed with City staff’s recommendation to add two new bus shelters and replace each remaining bus shelter.

## Discussion:

Since 2013, staff has considered multiple methods to purchase and replace the bus shelters in the City. Those prior options included:

1. Partnering with MTS’ bus shelter maintenance program,
2. Advertising an open and competitive bid to purchase bus shelters, or
3. Opting into a cooperative purchasing agreement with another public entity.

# Attachment A

In June 2014, staff provided a bus shelter progress report to the City Council that provided a summary of communications with MTS, a construction timeline from MTS if a partnership was formed, and staff's recommendation to purchase and install bus shelters citywide without partnering with MTS.

Staff recommends purchasing ten bus shelters via the public agency participation clause. The City will save time and money by not having to complete the tradition advertisement and award process. From the purchase order creation date, which is anticipated to be March 4, 2015, the City can expect to receive the ten bus shelters by June 1, 2015. This purchasing process is authorized per Lemon Grove Municipal Code 3.24.090.

As a result of a competitive bidding process, per Bid No. 12-02, the Morongo Basin Transit Authority awarded a purchase order to Tolar Manufacturing for the purchase of accessible bus shelters. The public agency participation clause, shown as subsection 41, contained within the bid documents (**Attachment D**) enables other governmental entities the opportunity to purchase additional bus shelters as specified in the bidding process.

Tolar Manufacturing offers multiple styles of bus shelters; however, only one style is authorized for cooperative purchase and that style is the Sierra Shelter Line. This same model is also used in the cities of Carlsbad, El Cajon, Escondido, San Diego, San Marcos, Oceanside, Vista, and unincorporated portions of San Diego County.



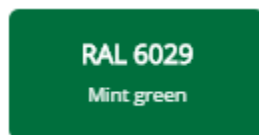
13' Sierra low dome non-advertising shelter.

The benefits of purchasing this model are:

- Lengths ranging from 9 to 24 feet,
- Perforated metal walls,
- Solar lighting,
- Turnkey product bundle with furniture, and
- Integration with the City's logo.

Tolar Manufacturing also offers multiple color options. Staff recommends the following options for the City Council to consider:

- Green



- Blue



The total material cost including delivery of ten bus shelters is not expected to exceed \$89,130.65. This cost does not include labor for installation which is estimated at \$7,500 for 10 bus shelters. The total equipment and installation cost estimate equals \$96,630.65. Staff recommends including a ten percent contingency (or \$9,663.06) to mitigate unforeseen expenditures encountered in the field. Therefore, the total project cost is \$106,293.71. The project is anticipated to be completed by July 31, 2015. Additional time was embedded in the construction timeline to allow for ample notification to all MTS riders.

# Attachment A

## Conclusion:

Staff recommends that the City Council adopts a resolution (**Attachment B**) authorizing the purchase of ten bus shelters with site furnishing.

# Attachment B

## RESOLUTION NO. 2015 -

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA AUTHORIZING THE PURCHASE OF TEN BUS SHELTERS WITH SITE FURNISHING

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**WHEREAS**, the City of Lemon Grove owns and maintains eight bus shelter located citywide; and

**WHEREAS**, originally constructed in 1996, the current bus shelters are in need or replacement; and

**WHEREAS**, City staff determined that Tolar Manufacturing Incorporated provides suitable accessible bus shelters that meet the City's needs and has identified an opportunity to partner with another public agency in a cooperative purchasing program; and

**WHEREAS**, per Lemon Grove Municipal Code Section 3.24.090, the Purchasing Officer may participate in cooperative bids with other governmental agencies in accordance with District Ordinance No. 317; and

**WHEREAS**, the Morango Basin Transit Authority issued a competitive bid (No. 12-02) and subsequently awarded a purchase order to Tolar Manufacturing Incorporated for the purchase of the Sierra Line Shelters; and

**WHEREAS**, by using the public agency participation clause, the City will save money by not having to publicly advertise the bidding documents and save at least three months of time to complete the advertisement and award process; and

**WHEREAS**, the City Council of the City of Lemon Grove finds it in the public interest that said bus shelters with site furnishings are purchased.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lemon Grove hereby authorizes the City Manager or his designee to purchase and install ten bus shelters with site furnishings in an amount not to exceed \$106,293.71. |

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## CITY OF LEMON GROVE INTERNAL MEMORANDUM

DATE: June 2, 2014

MEMO TO: Mayor and City Council

FROM: Mike James, Public Works Director

SUBJECT: Bus Shelter Progress Report

This memorandum provides a formal update regarding an agenda item titled, "Citywide Bus Shelter and Bench Program" that was discussed at the May 21, 2013 City Council meeting. At that meeting, staff presented a report outlining a potential partnership with MTS to remove, replace and maintain the bus shelters throughout the City. At the May 20, 2014 City Council meeting, staff provided a brief update regarding the MTS partnership and a recommendation to include TDA funds in the Fiscal Year 2014-15 budget for bus shelter replacements initiated by the City.

### ***Efforts in the Past Year***

Since May 2013, staff has held multiple discussions with MTS regarding its eight bus shelter installation and maintenance program. Specifically, staff has inquired about the level of interest and the timing of a potential MTS partnership with the City for the replacement of and selling of advertisements at Lemon Grove bus shelters.

Most recently on March 11, 2014, staff was informed by MTS that Clear Channel has a low interest in expanding into Lemon Grove because there is not a sufficient return on its upfront investment. However, MTS informed City staff that it could encourage Clear Channel to include the additional eight shelters with a replacement timeline that would include one or two bus shelter installation every year, beginning in 2015. Based on that timeline, it may take four to eight years, beginning in 2015, to replace all eight bus shelters in Lemon Grove.

Anticipating that the structural integrity of the existing bus shelters would not be able to endure that amount of time, staff proposed a cost share to MTS up to 50 percent of the construction cost (approximately \$60,000 of TDA funds) to expedite the replacement of all eight shelters. As of the date of this memorandum, no response has been received from MTS.

### ***Recommendation***

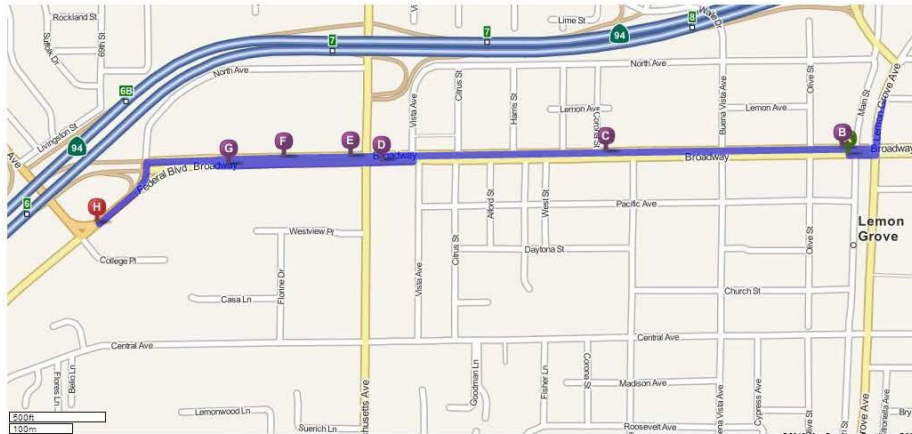
Based on MTS replacement schedule over four to eight years and because of the potential liability on the City because of this delayed project, staff recommended through the budget process that the City initiate the replacement of bus shelter. Staff also recommends that the shelters do not include advertisement space.

Staff plans to present a request for bids for City Council approval no later than September 2014. Staff envisions that the request for bids will require vendors to provide different bus shelter options for the City Council's ultimate decision. Attached is a map showing where the current bus shelters are located within the City.

Please let me know if you have any additional questions about this project.

# Attachment C

**Citywide Map with Locations of Bus Shelters**



- A – 7785 Broadway Avenue
- B – 7770 Broadway Avenue
- C – 7458 Broadway Avenue
- D – 7209 Broadway Avenue
- E – 7180 Broadway Avenue
- F – 7090 Broadway Avenue
- G – 7081 Broadway Avenue
- H – 3200 block of College Avenue (north of Federal Blvd)

## Invitation for Bid IFB No. 12-02

### SECTION 4: SPECIAL PROVISIONS

#### SP 1. Authorization to Use the Local Government Purchasing Schedule

The use of this Bid shall be restricted to members in good standing of CalACT whose transit operations and physical location are geographically located within the State of California. These members are to be publicly funded transit agencies, city transit systems, other governmental agencies or non-profit organizations performing governmental services.

#### SP 2. Assignability

MBTA reserves the right to assign the ability to use the Bid to any other grantees of FTA funds in accordance with FTA Circular 4220.1F or successor circulars. These grantees shall be members of CalACT and be geographically located within the State of California. A letter of Assignment shall be issued by either MBTA or by CalACT acting for MBTA under the terms of their Cooperative Purchasing Agreement. MBTA reserves the right to withhold assignments at its unilateral discretion. Each Assignment shall be valid for a one-year period. All shelters ordered under that Assignment shall be delivered and accepted within that one-year period.

#### SP 3. Period of Performance

The period of performance shall be three (3) years. There will be no extensions or option years.

#### SP 4. Procurement Fee

A procurement fee of 2.5% of total pre-tax price per shelter shall be paid to the Cooperative by the Contractor each month based on activity on this contract. This fee shall be shown as a separate line item on the invoice to the Assignee ordering the shelters. It shall be payable to the Cooperative within thirty (30) days of delivery to agencies. The Contractor shall also supply monthly activity reports showing all orders and payments to the Cooperative. This activity may be audited. The Cooperative may charge interest for late payment if payment is delayed more than ten (10) days after the payment Due Date set forth above. Interest will be charged at a rate of 10% of the procurement fee that is due.

Under the provisions of SP 2, Assignability, the MBTA may choose to assign shelters directly to agencies. These agencies may or may not be located within the political subdivisions comprising the MBTA's joint powers authority. For agencies located within the political subdivisions comprising the MBTA's joint powers authority, MBTA reserves the right to waive the procurement fees.

Failure to report shall also be seen as failure to perform the contract and may lead to corrective action up to and including Termination for Default.

#### SP 5. Pricing

##### SP 5.1 Price Protection

Contractor agrees all the Prices, terms, warranties, and benefits provided in this Contract are comparable to or better than the terms presently being offered by Contractor to any other